




STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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PUBLIC INSTRUCTION

To: Local and Intermediate School Superintendents
High School Principals

From: Jeremy M. Hughes, Ph.D. 
Deputy Superintendent/Chief Academic Officer

Date: August 15, 2006

Subject: Update on Michigan Merit Examination Rollout Plans

I am writing to update you on the plans for the 2007 Michigan Merit Examination (MME). The goal of this memorandum is to let you know what may occur and how you and your high school staff should prepare for these activities. In addition, this memorandum will serve to inform you about resources that are available or that will become available soon to help you in planning for MME.

At the outset, it is important to note that before MME can be implemented, the U.S. Department of Education (USED) must give its approval. It is for this reason that 37 Michigan high schools pilot-tested the MME assessments in conjunction with the MEAP assessments last spring. MDE staff has submitted the application to the U.S. Department of Education (USED) to switch from MEAP to the MME. MDE staff has worked hard to assure that we will receive USED approval, although approval is not assured, especially prior to the contractor's November 1st deadline to determine whether MME will be implemented in Spring 2007. Without USED approval, the MEAP must be given once again. We will notify you once we have heard from USED.

Presuming a favorable outcome from our application to USED, staff of the Office of Educational Assessment and Accountability (OEAA) and the contractor team (Pearson Educational Measurement and ACT) is carrying out several important activities this fall. They include

- A packet of registration information will be sent to each high school in late August. This packet contains information for the use of each high school to indicate how it will administer the MME, as well as the designation of three key individuals to direct MME activities in the high school. These include the Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator. This information is due to ACT by September 29. The packet will also contain essential information for each of the key MME staff.
- OEAA and contractor staff will conduct a statewide videoconference on Tuesday, September 12, from 3 to 4:30 pm. The purpose of this videoconference will be to review the test center establishment process, the application sent out in late August, and remind high schools of the procedures to be followed in preparing to administer the MME. Attached is a flyer for this videoconference. Please copy

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the flyer for all staff (e.g., counselors) who will be involved with administering the MME.

The videoconference will be videostreamed and archived following the videoconference at <http://www.mistreamnet.com>, click on 'Archived Streams.' Videotapes/DVDs will be available from Wayne RESA by contacting Brenda Hose (734-334-1437) or hoseb@resa.net.

- From September through November, applications for all students who require an assessment accommodation (students with disabilities, a Section 504 plan, or who are English language learners) will need to be completed and submitted to ACT. Two types of accommodations are available: ACT-approved accommodations that result in a college-reportable score, and state-approved accommodations that result in scores that count for AYP participation and performance purposes but are not college reportable.

Applications for ACT-approved accommodations are due December 1, while applications for state-approved accommodations are due January 10. The Test Accommodations Coordinator will receive application information in the packets that will be mailed to high schools in late August.

- In October, the Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator team from each high school will be asked to sign up for a full-day test administration training session to be held in late November or early December. It is required that the Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator team all attend the same session. This will permit the team to continue to plan for the appropriate administration of the MME in their high school.

Invitations for the training session will be sent in early October, and will be due October 20. The Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator team will be notified of the session that they have been assigned to shortly thereafter.

MME Resource Materials – To assist high schools as they plan for the implementation of the MME, OEAA staff and the MME contractor have prepared a number of resources for high schools to provide additional information about the preparation for the MME and MME assessment administration. These resources can be found on the MME web page that can be accessed by going to www.michigan.gov/mme. Additional resources will be added as they are developed, so check the website periodically.

If you or your staff has any questions about the MME, please contact one of the following individuals

- Ed Roeber, (517) 373-0739, Roebere@michigan.gov
- Pat King, (517) 335-6780, KingPat@michigan.gov
- Jim Griffiths, (517) 373-4332, Griffithsj@michigan.gov

Please let Ed Roeber or me know if you have any questions about this memorandum or the plans for the MME for the coming year.

Michigan Department of Education's
Office of Educational Assessment & Accountability,
in collaboration with Wayne RESA
and Mstreamnet presents:

Michigan Merit Examination (MME): Implementation Plans for 2006-07

A Live Videoconference and Webcast for:
District and Building Assessment
Coordinators and School Administrators

Major topics include:

- **Administration of the MME**
- **Applications for Site Approval**
- **The Assessment Schedule**
- **Required School Personnel Roles**
- **Applications for Accommodations for SWD and ELL**
- **Preparing Your School and Students for MME**

When: Tuesday, September 12, 2006 3:00-4:30 pm

Where: Boyd Arthurs Auditorium, Wayne RESA

FAX in questions during videoconference: 734-334-1857

Email in questions during videoconference: answers@resa.net

On-site attendance is limited!

Wayne County attendees must register by calling 734-334-1437

Webcast: <http://www.mstreamnet.com> Click on "Live Stream" link, or view the
"Archived Event" any time after the video conference.

Mstreamnet Help Desk: 1-888-570-6212

Videotape and DVD copies will be available afterward. Cost \$10 plus \$4 S&H.
Contact Brenda Hose: 734-334-1437 or hoseb@resa.net

Videoconferencing locations are being scheduled. A list of available sites will be posted once they have been determined. The number of sites is limited.